



COLORADO

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**STATE OF COLORADO
JULY 2015**

CLIENT CARE AIDE

C6P1TX – C6P2XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses two levels in the Health Care Services Occupational Group and describes attending to the physical comfort, personal appearance and safety of patients. The work includes assisting clients with personal hygiene; escorting, transporting, or accompanying clients; answering call lights and attending to routine health needs; assisting with routine nursing care; providing general health information; and observing and reporting client behavior. Positions work under the direction of nursing or medical staff. By statute CRS 12-38.1-101, certification is required for some positions in this class series.

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CLIENT CARE AIDE I

C6P1TX

CONCEPT OF CLASS

This class describes the clearly defined level where positions follow established work procedures. Positions operate within standard guidelines and alternatives that are known and any deviation from such requires prior approval. Some assignments do not move beyond this level.

FACTORS

Allocation must be based on meeting all of the three factors as described below.

Decision Making – The decisions regularly made are at the defined level as described here. Within limits prescribed by the operation, choices involve selecting alternatives that affect the manner and speed with which tasks are carried out. These choices do not affect the standards or results of the operation itself because there is typically only one correct way to carry out the operation. These alternatives include independent choice of such things as priority and personal preference for organizing and processing the work, proper tools or equipment, speed, and appropriate steps in the operation to apply. By nature, the data needed to make decisions can be numerous but are clear and understandable so logic is needed to apply the prescribed alternative. Positions can be taught what to do to carry out assignments and any deviation in the manner in which the work is performed does not change the end result of the operation.

Complexity -- The nature of, and need for, analysis and judgment is prescribed as described here. Positions apply established, standard guidelines that cover work situations and alternatives. Action taken

is based on learned, specific guidelines that permit little deviation or change as the task is repeated. Any alternatives to choose from are clearly right or wrong at each step.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

CLIENT CARE AIDE II

C6P2XX

CONCEPT OF CLASS

This class describes the fully operational level. Positions operate independently in performing the full range of client aide tasks and problem solving. Positions follow established work procedures and operate within standard guidelines and alternatives. This class differs from the Client Care Aide I on Purpose of Contact.

FACTORS

Allocation must be based on meeting all of the three factors as described below.

Decision Making-- The decisions regularly made are at the defined level as described here. Within limits prescribed by the operation, choices involve selecting alternatives that affect the manner and speed with which tasks are carried out. These choices do not affect the standards or results of the operation itself because there is typically only one correct way to carry out the operation. These alternatives include independent choice of such things as priority and personal preference for organizing and processing the work, proper tools or equipment, speed, and appropriate steps in the operation to apply. By nature, the data needed to make decisions can be numerous but are clear and understandable so logic is needed to apply the prescribed alternative. Positions can be taught what to do to carry out assignments and any deviation in the manner in which the work is performed does not change the end result of the operation.

Complexity-- The nature of, and need for, analysis and judgment is prescribed as described here. Positions apply established, standard guidelines that cover work situations and alternatives. Action taken is based on learned, specific guidelines that permit little deviation or change as the task is repeated. Any alternatives to choose from are clearly right or wrong at each step.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

CLASS SERIES HISTORY

Updated and removed the purpose of contact 6.30.2015

Effective 7/1/01 (LLB). HCS Consolidation Study consolidated Developmental Disabilities Aide (C1D1), Psych Care Aide (C5F1) and Nurse Aide (C6C). Draft published 2/21/01, proposed 5/10/01, and final 7/1/01.

Effective 9/1/93 (KAS). Job Evaluation System Revision project. Converted DD Assistant (A5030) to DD Aide (C1D1). Converted Psych Care Aide A and B (A5020-1) to Psych Care Aide (C5F1). Converted Nursing Assistant (A5001, 3) to Nurse Aide (C6C). Published as proposed 5/10/93.

Effective 7/1/84. Created Psych Care Aide A (A5020). Converted Psych Care Aide (55021) to Psych Care Aide B (55021).

Effective 7/1/81. Created DD Assistant (55030).

Created 9/1/74. Nursing Assistant (55001,3) and Psych Care Aide (55021).

SUMMARY OF FACTOR RATINGS

Class Level	Decision Making	Complexity	Line/Staff Authority
Client Care Aide I	Defined	Prescribed	Indiv. Contributor
Client Care Aide II	Defined	Prescribed	Indiv. Contributor

ISSUING AUTHORITY: Colorado Department of Personnel/General Support Services